New Judge Checklist

Task	Description/Instructions
Welcome	Establish contact and welcome your new judge: ☐ Find out the preferred mode of contact prior to the new judge taking office. ☐ Obtain information needed to complete other tasks (phone numbers, birth date).
Swearing In	Determine details of swearing in ceremony: ☐ Inform new judge of date/time/location. ☐ Inform staff. ☐ Invite other local area judicial officers, executive branch officials. ☐ Complete a press release.
Communication	☐ Communicate with those affected by the changes. (Staff, building security, law enforcement)
Court Technology	Contact IT/set-up computer: ☐ Request IDs for access to JIS applications/Extranet and Westlaw using the Manage User ID Form. ☐ Request IDs for access to local systems ☐ Set up or request an e-mail address, telephone and voice mail for the judge.
Stie Access/Security	☐ Obtain building/office access as needed.
Transition Meeting	☐ Schedule meetings to address transition questions.
Human Resources	☐ Provide Information regarding benefits/payroll, etc.
Administrative Office of the Court (AOC) PO Box 41170 Olympia WA 98504-1170	Provide the following information to AOC: ☐ Name as it should appear in the court directory and on all other correspondence. ☐ Court issued email address. ☐ Official first day (date) on the payroll (may not be the same as swearing in date) ☐ Date of birth (used as a tiebreaker on the judicial seniority lists). Contact is Sondra Hahn (*Sondra.Hahn@courts.wa.gov*) *360-705-5276/ 360-956-5700 FAX*
Register for Judicial College	Judicial College is held in January each year. The sessions start on a Sunday ending on Friday. ☐ Registration information -Jesse Walker, (*Jesse.Walker@courts.wa.gov*) *360-705-5280/ 360-956-5700 FAX*. ☐ Arrange for Pro Tem Judge coverage for Judicial College. ☐ Have new judge(s) review the following demos and practice logging into JIS and JABS with their new court logins (requested in the *Court Technology* section above).: JIS Login (RACF/TPX/JIS Main Menu) RACF ID Password Reset and JIS/JABS Password Reset JABS Login and JIS/JABS Password Reset NOTE: The demos are learning tools for judges that are not familiar with the login process for Inside Courts, JIS, and JABS, as they will be required to log into all three during the Court Technology session on the first day of Judicial College. If the judge is familiar with these login processes, just confirm that they can login using their new login information for your court.
Updates to JIS	Once the New User ID requested above is received, create or update: ☐ Official Record (OFOA - complete first). ☐ Steps for JABS User Security. ☐ Court Profile (CPFM) with new presiding judge initials. ☐ Judge initials on JIS Calendars using the Batch Calendar (BCA) screen

Banking *-as needed*	☐ Update Signature Cards ☐ Credit Card Update/add/delete.

Office/Supplies/Forms	Order:
	  ☐ Signature Stamps
	  ☐ Business cards
	  ☐ Name plates for the courtroom(s).
	  ☐ Update/order printed forms and supply courtroom as needed.

Judicial Insurance	☐ Obtain insurance application for new Judge.
Robe	☐ Measure/order Judge's robe

Website	Update the court website:
	  ☐ Judge names
	  ☐ Judge photos
	  ☐ Updated forms

Calendaring	Updates/Changes to Calendar (Hearing Types/Times):
	  ☐ Work with the judge to determine the new or transition calendar.
	  ☐ Update/change the cases affected in JIS using the Batch Calendar (BCA) screen.
	  ☐ Send notice to those affected by calendaring changes.

Oath of Office	☐ Oath of office must be filed at the Auditor's Office.

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